



# Training Opportunity

<b>Course Title:</b>	<b>Introduction to Human Resource Development for Activity Training Coordinators</b>
<b>Date(s)/Time:</b>	<b>November 20, 2003 / 8:30-12:30 ET / 07:30-11:30 CT</b>
<b>Location:</b>	Live via Video Tele-Training (VTT) at your location
<b>Tuition:</b>	None – South Central TLC does not charge for this program.
<b>Vendor:</b>	South Central Training & Learning Center, Sparkman Center, Bldg 5304, Redstone Arsenal, AL 35898-5222
<b>Course Manager:</b>	Linda Burnette, DSN 788-6533 or 256-842-6533 <a href="mailto:Linda.P.Burnette@us.army.mil">Linda.P.Burnette@us.army.mil</a>
<b>Cancellation Policy</b>	Once determined, cancellations must be made directly to the course manager. Space is limited, so this will allow others to participate in the program.

**Who Should Attend:**        **All Activity Training Coordinators**

## Course Description:

This workshop provides activity training coordinators a comprehensive understanding of the role of Human Resource Development. You will learn:

- Legal requirements & policy guidance in Federal employee training.
- Where to find training information when you need it.
- What is an individual development plan (IDP), then examine several different ones.
- What ACTEDS-funded training is, & how employees get it.
- What option is available for contracting training & development services.
- How training completions are recorded.
- How to retrieve training histories for individuals & organizations.
- What data elements are available to help you get the training reports you need.

## Registration Information:

**Registration Deadline: November 13, 2003**

**First Come, First Served!** Contact your local training coordinator to determine if your site is participating in this program, then follow local training approval procedures.

## Additional Information:

- CPACs will receive pre-course materials electronically for distribution to course nominees.
- Individuals requiring special accommodations should notify their CPAC representative when registering for the course.
- Participants are required to complete a course roster & evaluation sheet.
- Participants may be excused from portions of ANY training program that conflicts with their religious beliefs or creates high levels of emotional response or psychological stress.